

Responsible Office: Code ID/Assessments and Technology Division  
Subject: Approval Process for NASA Participants in NATO Research and Technology Organization Activities



## Office of External Relations

### Office Work Instruction

# Approval Process for NASA Participants in NATO Research and Technology Organization Activities

Approved by: \_\_\_\_\_  
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External Relations



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## 1. Purpose

The purpose of this procedure is to establish and define the steps to be taken when the Office of External Relations receives a request for a NASA employee to support North Atlantic Treaty Organization (NATO) research and development activities.

## 2. Scope and Applicability

2.1 This OWI covers the Assessments and Technology Division, Code ID, processing of requests from NATO's Research and Technology Organization (RTO) for the services of NASA employees.

2.2 It applies to requests for:

- Level 2 ad-hoc panel members
- Level 3 technical project/task teams and exploratory groups
- Consultant Contracts
- Lecture Series
- Support projects

## 3. Definitions

3.1 ADS. An Action Document Summary, NASA Headquarters Form 117.

3.2 DD. Division Director of the Assessments and Technology Division.

3.3 Level 2 Panels. Six panels and a group, dealing with different subjects covering the full range of research and technology activities. These are referred to as level 2 panels. Each of these is made up of national representatives including highly qualified scientific experts. (More information on this and other components of the RTO is available in Reference 4.1, below.)

3.4 Level 3 Activities. The scientific and technological work of the RTO is carried out by technical teams created by the level 2 panels for specific activities and with a specific duration. The technical teams organize workshops, symposia, field trials, lecture series, and training courses. These are referred to as level 3 activities.

3.5 NATO. North Atlantic Treaty Organization.

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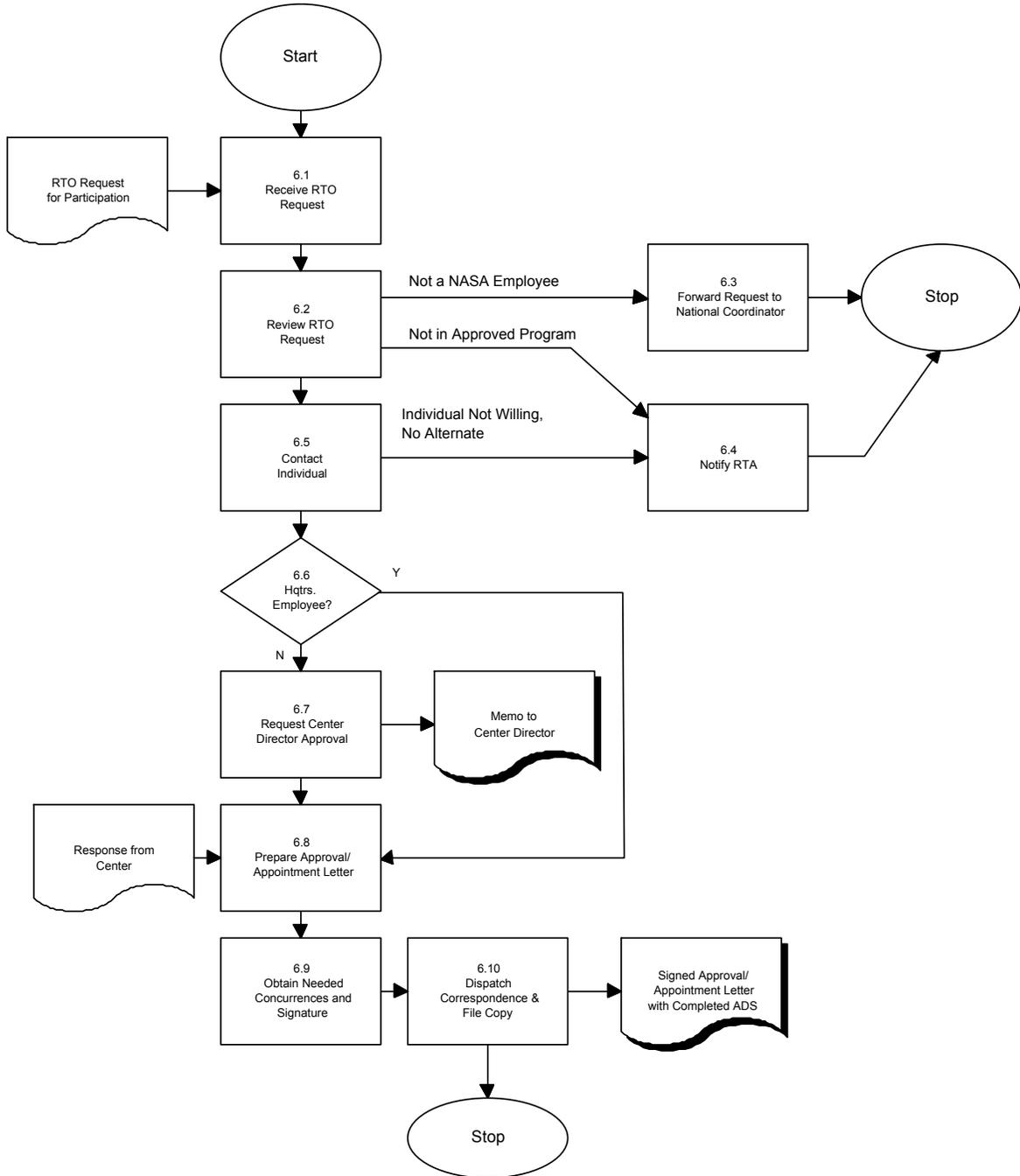
- 3.6 NASA RTB Member. The NASA official appointed by the Department of Defense to serve as one of the three Board members representing the U.S.
- 3.7 NASA RTO Coordinator. The NASA employee in Code I responsible for coordinating NASA's support to the RTO.
- 3.8 RTA. Research and Technology Agency. A NATO organization composed of fulltime technical and administrative personnel tasked with executing those actions required to support the development, coordination, and execution of the RTO's scientific and technical program.
- 3.9 RTB. Research and Technology Board. The RTB is the highest authority within the RTO and is the policy body tasked to carry out the mission of the RTO. The RTB has up to three members from each NATO member state.
- 3.10 RTO. Research and Technology Organization. The single focus in NATO for defense research and technology activities. Its mission is to conduct and promote cooperative research and information exchange.

#### **4. References**

- 4.1 NATO Document AC/323 – D/22, RTO Operating Procedures
- 4.2 NATO Document AC/323 - D/XX, RTO Proposed Programme and Budget for the current year, as amended by subsequent RTB actions.

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## 5. Flowchart



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## 6. Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	NASA RTO Coordinator	This procedure starts when a request for the services of a NASA employee is received in Code ID. This can come in a number of forms including a written request from the RTA or a verbal request from a U.S. member of a Level 2 Panel.
6.2	NASA RTO Coordinator	Review the RTO request to make sure 1) the individual requested is a NASA employee and 2) the activity for which the services are requested is in the RTO's approved program of work (Reference 4.2 above). Sometimes requests come to NASA that are for contractors or employees of other government organizations who may work at a NASA installation. If the request is not for a NASA employee, proceed to Step 6.3. If the activity is not in the approved program of work, proceed to Step 6.4. Otherwise, proceed to Step 6.5.
6.3	NASA RTO Coordinator	Forward the request to the U.S. National Coordinator for RTO activities in the Department of Defense. Annotate copy of RTO request in file.
6.4	NASA RTO Coordinator	Notify the RTA by telephone or e-mail that NASA will not be able to support the request. Annotate copy of RTO request in file, if a hardcopy request was received.
6.5	NASA RTO Coordinator	Contact the individual requested to determine if he/she is willing to participate as requested and believes his/her management will support that participation. If not, find out if an alternate individual would be able to participate. If the individual requested or an alternate is available, proceed to Step 6.6. Otherwise, proceed to Step 6.4.
6.6	NASA RTO Coordinator	If the individual is a NASA Headquarters employee, proceed to Step 6.8. Otherwise, proceed to Step 6.7.
6.7	NASA RTO Coordinator  DD	Prepare a memo to the individual's Center Director asking if the center approves of the individual's participation. If the RTO's request was in writing, include it as an enclosure with the memo.  This memo is signed by the NASA RTO Coordinator and concurred on by the Division Director.

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<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.8	NASA RTO Coordinator	Receive the center's response to the memo signed in Step 6.7. Prepare an approval/appointment letter to the RTO informing them of NASA's decision.
6.9	NASA RTO Coordinator  NASA RTB Member	Obtain the concurrence of appropriate Headquarters offices on the approval/appointment letter to the RTO. As a minimum, this includes the Office of External Relations and the code responsible for institutional management of the NASA facility where the individual is assigned. Other concurrences may be required, to be determined on a case-by-case basis. In the unlikely event that a disagreement arises during the concurrence process, work with the parties involved to resolve it. The concurrence package includes an ADS, the RTO's request if it was in writing, the center's response received in Step 6.8., and the approval/appointment letter. NASA's RTB member signs this letter when the concurrence process is complete.
6.10	NASA RTO Coordinator	The letter is dispatched to the RTA. Copies of the approval/appointment letter with completed ADS and the memo to the NASA Center Director are retained as quality records and filed in Code ID along with copies of the RTO request and the NASA Center's response.

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## 7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Memo to Center Director	ID	ID Files	Hard Copy	Schedule 1, Item 34	Permanent. Transfer to NARA when activity ceases or when 30 years old.
Signed Approval/ Appointment Letter with Completed ADS	ID	ID Files	Hard Copy	Schedule 1, Item 34	Permanent. Transfer to NARA when activity ceases or when 30 years old.